

Code Enforcement – Administrative Assistant

The City of New Carrollton is looking for an outgoing, highly organized Administrative Professional to join our Code Enforcement Department

Duties and Responsibilities

- Responsible for organizing office activities and performing clerical tasks inherent in the Code Enforcement Department including file management, correspondence, and customer service
- Acts as a liaison between the Director of Code Enforcement and the general public, consultants, contractors, vendors, other government agencies and all City Departments
- Routinely submit daily reports to Director, coordinates and institutes with the Director all work to be performed by Code Enforcement Officers
- Responds to public complaints via telephone and office visitors
- Process applications and permits
- Compose letters, memorandums, and invoices.
- Maintain calendar and schedule inspections, order supplies for the department, open and distribute all incoming mail, prepare reports and other documents required, and other duties as assigned

Skills/Qualifications

- Ability to multi-task
- Must be very detail oriented
- Excellent verbal and written communication skills
- Strong problem solving skills
- Proficient in Microsoft Office (Word/Excel/Access)
- Prior experience with supply management and inventory control
- A minimum of 2 years of experience in an administrative role
- Associate's Degree preferred